



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA -4 100



IN REPLY
REFER TO

4 DEC 1992

DLMSO (DLA-LMC)

SUBJECT : **MILSTRAP** Interim Change 92-1, Removal of Logistics
Reassignment (**LR**) Policy and Addition of Transactions
Automating Transmission of LR Management Data

TO: Commander, U.S. Army Materiel Command
ATTN : **AMCLG-MT**
Commander, Naval Supply Systems Command
ATTN : **SUP 4112A**
Commander, Air Force Management Command
ATTN : **AFMC (LGS1-2)**
Commandant of the Marine Corps
ATTN : **LPS-1**
Commandant, U.S. Coast Guard
ATTN : **G-ELM-2**
Commander, Field Command, Defense Nuclear Agency
ATTN : **FCLMM**
General Services Administration,
Federal **Supply** Service
ATTN : **FCSI (CM 4, Room 615)**
Director, National Security Agency
ATTN : **L111**
Director, Defense Logistics Agency
ATTN : **DLA-OSL**

1. References:

a. DoD 4000. 25-2-M, 1 May 1987, Military Standard Reporting and Accounting Procedures (**MILSTRAP**) , as amended.

b. DoD 4140. 26-M, 15 January 1992, Defense Integrated Materiel Management Manual for **Consumable** Items.

c. **AMC-R 700-99 /NAVSUPINST 4790 .7/AFLCR 400-21/MCO P4410 .22C**,
27 April 1990, Wholesale Inventory Management and Logistics Support
of **Multiservice** Used Consumable Items.

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Reassignment (LR) Policy and Addition of Transactions
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d. DASD (L/SD) memorandum, 1 August 1991, subject: Automation to Support the Consumable Item Transfer.

e. DLSSD-B memorandum, 5 October 1989, subject: Request for Waiver.

f. DLSSD-D memorandum, 15 May 1992, subject: DoD MILSTRAP Focal Point Committee Meeting FY 92-1, 3-4 March 1992.

2. The enclosed change to **MILSTRAP** (reference 1a) :

a. Removes LR policy from MILSTRAP. LR policy for consumable and nonconsumable items can be found in DoD 4140.2 6-M (reference 1b) and **AMC-R** 700-99 et al. (reference 1c) respectively. LR participants should refer to the applicable publication for LR policy.

b. Publishes LR management data transactions, Document Identifier (DI) Codes DLS through DLX. These transactions were staffed and implemented by the Integrated Materiel Management Committee and are published in DoD 4140.26-M. Once published in **MILSTRAP**, DI Codes DLS through DLX will be removed from DoD 4140.26-M. The transactions being incorporated in MILSTRAP reflect the formats directed for implementation by the reference 1d memorandum.

c. Implements a change authorized by the reference 1e memorandum. This memorandum provided DLA a deviation from the **MILSTRAP**, chapter 11, paragraph F4, requirement that the transferred quantity be adjusted within 24 hours when the Document Identifier (DI) Code DZD quantity is less than the DI Code DZC quantity. The deviation allows DLA LIMS up to 30 calendar days from the effective transfer date to reconcile the DI Code DZC and DZD quantities before adjusting the transferred quantity.

d. Implements an administrative change to clarify the explanation and instructions in appendix C1 2 for the unit price, record positions 74-80.

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e. Corrects editorial errors and provides improvements to format and style in front matter.

f. Implements an administrative change to MILSTRAP chapter 11, as agreed to at MILSTRAP meeting FY 92-1 (reference 1f) , to clarify the use of DI Code DZG transactions when rejecting DI Code DEE/DEF transactions.

3. Remove pages listed below and insert revised pages. Changes are indicated by bold italics.

Remove Old

iii thru ix
xiii thru xv
xix thru xx
xxi thru xxix
11-1 thru 11-14
15-1 thru 15-2
B-1
B1-1 thru B1-21
B19-1 thru B19-3

C-i thru C-v
C1Z-1 and C12-2

Insert New

iii thru x
xiii thru xvi
xix thru xxi
xxiii thru xxxi
11-1 thru 11-13
15-1 thru 15-2
B-1 and B-2
B1-1 thru B1-20
B19-1 thru B19-4
B25-1
B26-1
B28-1
B2 9-1 and B29-2
B30-1
C-i thru C-v
C12-1 thru C12-3
C25A-1 thru C25A-3
C25B-1 thru C25B-5
C25C-1 thru C25C-4
C25D-1 thru C25D-4
C25E-1 thru C25E-9
C25F-1 thru C25F-4

4. With publication of this change, other effective changes to MILSTRAP consist of Formal Change 1, Formal Change 2 (which includes Interim Change 89-1) , and Formal Change 3 (including Interim Changes 89-2, 89-3, and 92-1) which is presently in the publication process.

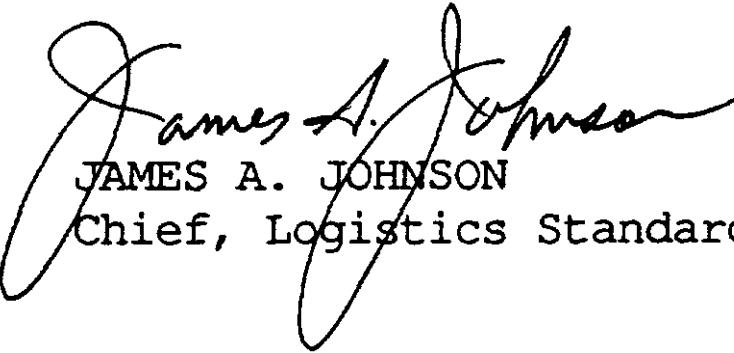
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5. Addressees may direct questions/problems to Ms. M. J. Hefner,
(703) 274-4701 (DSN 284-4701) , ext 405. Others must contact their
Service or Agency designated representative.

1 Encl



JAMES A. JOHNSON
Chief, Logistics Standards

cc:

DASD (L/SD)

DLA-OM (IMMC Chair)

SUP 4113B (NIP Chair, Mr. J. Catlett)

MRSA (AMXMD-SM)

MCLB Albany (802-M)

USCG (ELM-2)

DLA-Z (DAAS Administrator)

DAASO (DAAS-VL)

LMI

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ACRONYMS AND ABBREVIATIONS

<u>Acronym or Abbreviation</u>	<u>Definition</u>
AAC	Acquisition Advice Code
ADP	Automated Data Processing
AMCL	Approved MILSTRAP Change Letter
APo	Accountable Property Officer
ASD (P&L)	Assistant Secretary of Defense (Production and Logistics)
AUTOD IN	Automatic Digital Network
CAGE	commercial and Government Entity
CAo	Contract Administration Office
CIC	Content Indicator Code
CLIN	Contract Line Item Number
CMD	Cataloging Management Data
COMSEC	Communications Security
CONUS	Continental United States
CPP	Central Processing Points
DAAS	Defense Automatic Addressing System
DCAS	Defense Contract Administration Services
DCS	Defense Communications System
DA Form 3020R	Magazine Data Card
DD Form 1149	Requisition and Invoice/Shipping Document
DD Form 1348	DoD Single Line Item Requisition System Document (Manual)
DD Form 1348-1	DoD Single Line Item Release/Receipt Document
DD Form 1348-1A	Issue Release/Receipt Document
DD Form 1348m	DoD Single Line Item Requisition System Document (Mechanical)
DD Form 1486	DoD Materiel Receipt Document
DD Form 1487	DoD Materiel Adjustment Document
DD Form 1574	Serviceable Tag - Materiel
DI	Document Identifier
DIDS	See DLIS
DIPEC	Defense Industrial Plant Equipment Center
DLA	Defense Logistics Agency
DLAR	Defense Logistics Agency Regulation
DLIS	Defense Logistics Information System
DLSC	Defense Logistics Supply Center
DLSS	Defense Logistics Standard System (s)

**Acronym or
Abbreviation**

Def inition

DLSSD	Defense Logistics Standard Systems Division
DMIL	Demilitarization
DNA	Defense Nuclear Agency
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDAAC	Department of Defense Activity Address Code
DPDO	Defense Property Disposal Office
DRMO	Defense Reutilization and Marketing Office
DSC	Defense Supply Center
<i>DUNS</i>	<i>Data Universal Numbering system</i>
EDD	Estimated Delivery Date
ETD	Effective Transfer Date
FAR	Federal Acquisition Regulation
FMs	Foreign Military Sales
FSC	Federal Supply Classification
GFM	Government Furnished Materiel
GIM	Gaining Invent ory Manager
GSA	General Services Administration
<i>ICE</i>	<i>Inventory Control Eff</i> <i>ectiveness</i>
ICP	Inventory Control Point
ILCO	International Logistics Control Office
ILP	International Logistics Program
IMM	Integrated Materiel Manager
IPE	Industrial Plant Equipment
JANAP	Joint Army, Navy, and Air Force Procedure
JCS	Joint Chiefs of Staff
JSACG	Joint Small Arms Coordinating Group
LASE	Logistics Asset Support Estimate
LCN	Local Control Number
LIM	Losing Inventory Manager
LR	Logistics Reassignments
M&S	Media and Status
MAP	Military Assistance Program
MCA	Management Control Act ivit y
MCN	Management Control <i>Number</i>

<u>Acronym or Abbreviation</u>	<u>Definition</u>
MILSBILLS	Military Standard Billing System
MILSTEP	Military Supply and Transportation Evaluation Procedures
MILSTRAP	Military Standard Transaction Reporting and Account ing Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MRAD	Materiel Receipt Acknowledgment Document
MRO	Materiel Release Order
NO.	Number
NIIN	Nat ional Item Identification Number
NSN	Nat ional Stock Number
OEM	original Equipment Manufacturer
OWMR	Other War Materiel Requirement
OWRMR	Other War Reserve Materiel Requirement
OWRMRP	Other War Reserve Materiel Requirement, Protectable
P/N	Part Number
PD	Priority Designator
PICD	Physical Inventory Cutoff Dates
PIICD	Physical Inventory Infloat Control Dates
PIIN	Procurement Instrument Identification Number
PMCL	Proposed MILSTRAP Change Letter
Po	Purchasing Office
PMR	Pre-posit ioned Materiel Receipt
PWRMR	Pre-posit ioned War Reserve Materiel Requirement
PWRMRP	Pre-posit ioned War Reserve Materiel Requirement, Protectable
RCS	Report Control symbol
RDD	Required Delivery Date
RDO	Redistribution Order
RFID	Request for Implementation Date
RI	Rout ing Identifier
SA	Storage Activity
SCA	Stock Control Activity
SDD	Standard Delivery Date
SF 364	Standard Form, Report of Discrepancy (ROD)
SIGINT	Signal Intelligence
SM	Single Manager

<u>Acronym or Abbreviation</u>	<u>Definition</u>
SMCA	Single Manager for Conventional Ammunition
SMR	Source, Maintenance, and Recoverability
SN	Serial Number
Sos	Source of Supply
SPR	Special Program Requirement
SUPADD	Supplement ary Address
UI	Unit of Issue
UIC	Unit Identification Code
Us .	United States
WMR	War Materiel Requirement
WSN	Weapon Serial Number

- (z) DoD 7220.9-M, "Department of Defense Accounting Manual, " October 1983, authorized by DoD Instruction 7220.9.
- (aa) DoD Instruction 4140.37, "Asset Knowledge and Control of Secondary Items, " August 7, 1969.
- (bb) DoD Instruction 5010.12, "DoD Technical Data Management Program, " January 23, 1989.
- (cc) DoD 7200. 10-M, "Department of Defense Accounting and Reporting of Government Property, Lost, Damaged, or Destroyed, " **March** 23, 1992, authorized by DoD Directive 7200.10.
- (old) DoD 51 00.76-M, "Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives, " February 1983, authorized by DoD Directive 5100.76.
- (ee) DoD Instruction 4140.52, "DoD Small Arms Serialization Program, " July 31, 1984.
- (ff) DoD 4160.21-M, "Defense Utilization and Disposal Manual, " September 1982, authorized by DoD Directive 4160.21.
- (99) DoD 5200. 1-R, "Information Security Program Regulation, " June 1986, authorized by DoD Directive 5200.1.
- (hh) DoD Directive 4140.2, "Management of War Reserves, " December 4, 1974.
- (ii) DoD Instruction 4140.21, "Management of War Reserves for Integrated Items Assigned to the Military Departments, the Defense Supply Agency and the General Services Administration, " December 31, 1974.
- (jj) DoD Instruction 4140.47, "Secondary Item War Reserve Requirements Development, " February 24, 1984.
- (kk) "DoD Federal Acquisition Regulation Supplement, " 1986 Edition.
- (11) DoD 41 00.39-M, "Defense **Logistics Information** System (**DLIS**) Procedures Manual, " **July 1, 1991, as amended**, authorized by DoD Directive 4100.39.

- (mm) DoD 4000. 25-6-M, "DoD Activity Address Directory, " May 16, 1989, authorized by DoD Directive 4000.25.
- (m) DoD 4100 .38-M, "Department of Defense Provisioning and Other Preprocurement Screening Manual, " November 1, 1983, authorized by DoD Directive 4130.2.
- (00) DoD 4000 .25-7 -M, "Military Standard Billing System (MILSBILLS) , " January 30, 1985, authorized by DoD Directive 4000.25.
- (pp) DoD 4140. 26-M, "Defense **Integrated Materiel Management** Manual for Consumable Items, " **January** 15, 1992, authorized by DoD Directive 4140.26.
- (qq) AK-R 700-99/NAVSUPINST 4790. 7/AFLCR 400-21/MCO P4410 . 22C, "Logistics **Wholesale** Inventory Management and Logistics Support of **Multiservice** Used Nonconsumable Items," April 27, 1990.
- (rr) DoD 4500. 32-R, "Military Standard Transportation and **Movement Procedures (MILSTAMP)**, " volume 1, **March** 15, 1987, authorized by DoD **Directive** 4000.25.
- (ss) DoD **Federal** Acquisition Regulation **Supplement**, Supplement NO. 6, "DoD Spare Parts Breakout Program, " **November** 25, 1988.
- (tt) DoD 4105. 59H, "DoD Directory of Contract Administration Se-ices components, " **July** 1990.
- (uu) Cataloging Handbook **H4/H8**, "Commercial and Government Entity (CAGE) . "
- (w) DoD 4000. 25-5-X, "**Military** Standard Contract Administration Procedures (**MILSCAP**)," **June** 1987, authorized by DoD **Directive** 4000.25.
- (ww) AR 700-82/OPNAVINST 4410. 2/AFR 66-45/MCO 4400. 120/DSAR 4100.6, "Joint Regulation **Governing** the Use and Application of Uniform Source Maintenance and **Recoverability Codes**, " **June** 22, 1971.
- (xx) DLAR 3200. 1/AR 715-3/NAVSUPINST 4120. 30/AFR 400-40/MCO 4000. 18C/DLA-SE, "**Engineering** Support For **Items** Supplied by Defense Logistics Agency and General **Services** Administration, " **March** 13, 1986.

- (yy) MIL-I-45208A, Amendment 1, "Military Specification Impaction System Requirements, " July 24, 1981.
- (zz) MIL-Q-9858A, Amendment 2, "Military Specification Quality Program Requirements, " March 8, 1985.

DEFINITIONS AND TERMS

ACTIVE FILE (Small Arms Registry). A list of, weapon serial numbers for which the Component Registry's Military Department or Agency maintains accountability.

ADJUSTMENTS, PHYSICAL INVENTORY. The accounting transaction which corrects a book balance to agree with the quantity of the item in storage. Such adjustments may result from (1) physical inventory, (2) a potential discrepancy revealed by a materiel release denial or location survey/reconciliation, and (3) erroneous capitalization/decapitalization actions. Excluded are adjustment transactions caused by (1) reidentification of stock, (2) type of pack changes, (3) standard price changes, (4) catalog data changes, (5) supply condition and purpose code changes, and (6) condemnation of materiel resulting from rebuild and surveillance programs. Adjustment transactions directly attributed to computer malfunctions, program errors, and correction of computer system time lags will not be categorized as adjustments due to physical inventory. All such adjustment transactions identified during research will be assigned the appropriate error classification code, and the rate of occurrence will be monitored by supply system managers.

AUTOMATIC DIGITAL NETWORK. AUTODIN will be interpreted to include all electronic transmissions, including teletypewriters, since these circuits are connected to the AUTODIN system.

CLASSIFIED ITEMS. (See Controlled Inventory Items.)

COMPONENT REGISTRY. Military Department or Agency which maintains visibility of all small arms serial numbers within that Component and provides the DoD Registry with small arms status.

CONTRACT ADMINISTRATION OFFICE. The office which performs assigned functions related to the administration of contracts and assigns preaward functions.

CONTROLLED INVENTORY ITEMS. Those items designated as having characteristics which require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity. Controlled inventory items in descending order of degree of control normally exercised are:

a. Classified Items. Materiel which requires protection in the interest of national security.

b. Sensitive Items. Materiel which requires a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items; precious metals; items which are of a high value, highly technical, or hazardous nature; and small arms, ammunition, explosives, and demolition materiel (see chapter 7, figure 7-2) .

c. Pilferable Items. Materiel having a ready resale value or application to personal possession and which is, therefore, especially subject to theft.

CUSTODIAL ACCOUNTABILITY . The responsibility of the SMCA to maintain data elements in the wholesale inventory record to reflect by ownership code the receipt, issue, balance, and other quantitative and financial data essential for proper control and management of assets which are in the single manager's custody but are owned by another DoD Component. Custodial accountability includes the responsibility to initiate and approve adjustment actions and reports of survey.

CUSTODIAL RECORD . A record maintained by the storage activity reflecting standard catalog data; owner/manager identification code; and may include lot/serial number and/or onhand quantity by supply condition code; for controlling assets in storage and aiding in inventory.

CUSTODIAL RESPONSIBILITY. The responsibility of, a storage activity, depot, or agent, which is not the designated single manager, to maintain proper custody, care, safekeeping, receipt, issue, and balance data for stored DoD wholesale materiel.

DATA PATTERN MESSAGE. A machine readable document/transaction in a fixed length, 80 character card image/format suitable for mechanical processing upon receipt. Examples (forms) are displayed in the A appendices of this manual.

DISCREPANCY WITH MANDATORY RESEARCH REQUIREMENT . Potential or actual physical inventory adjustment which exceeds established dollar value limits or which is applicable to a controlled inventory item (see chapter 7, figure 7-1) .

DISTRIBUTION SYSTEM. That complex of facilities, installations, methods, patterns, and procedures designed to receive, store, maintain, distribute, and control the flow of materiel between the point of receipt

into a military supply system and the point of issue to a post, camp, station, base (or equivalent) .

DoD REGISTRY . DoD designated activity which serves as repository for small arms serial numbers provided by the Component Registries.

FULL PIPELINE . A sufficient quantity of assets, onhand and/or on order, to meet forecasted demands through a period equal to the procurement lead time plus the safety level and, when applicable, OWRMRP of the LIM.

GAINING INVENTORY MANAGER . The Inventory Manager responsible for assuming wholesale materiel management functions.

HISTORY FILE (Small Arms Registry) . A list of weapon serial numbers which the Component Registry's Military Department or Agency has reported as shipped to another activity, either intra-Service or inter-Service.

INACTIVE FILE (Small Arms Registry) . A list of weapon serial numbers which the Component Registry's Military Department or Agency has reported as demilitarized, lost or stolen, or transferred outside the control of DoD .

INITIAL REGISTRATION . The initial loading of a small arm serial number data into the Component Registry.

INTER-SERVICE SUPPLY . Exchange of materiel, inventory control documentation, and other management data between a distribution system of one Service or Agency and a distribution system of another.

INTRA-SERVICE SUPPLY . Exchange of materiel, inventory control document at ion, and other management data within or between the distribution systems of a single Service or Agency.

INVENTORY CONTROL RECORD . The composite of data entries showing by item the ownership/purpose; condition; location; balances on hand, due-in, or on backorder; and such other management information as may be prescribed by competent authority. It is the primary source of recorded data influencing inventory control, supply distribution, and financial management decisions and actions.

INVENTORY LOT/SEGMENT . A subgrouping of the total items in storage for the purpose of physical inventory counting or location audit. The lot /segment is generally by federal supply class, warehousing, picking station, or some form of commodity grouping.

INVENTORY, SCHEDULED. A physical inventory which is to be conducted on a group of items within a specified period of time according to an established plan. There are two types of scheduled inventories; complete and sample.

a. Inventory, Complete. An inventory of all conditions of all stock numbers within specified categories.

b. Inventory, Sample. A sample of items selected from an inventory lot in such a manner that each item in the lot has an equal opportunity of being included in the sample.

INVENTORY, UNSCHEDULED. A physical inventory which is to be conducted on a specific item as a result of some unscheduled inventory requirement such as an inventory manager or locally initiated request, material release denial, location survey or location reconciliation request, etc. There are two types of unscheduled inventories; special and spot.

a. Inventory, Special. A physical inventory of a specific item (s) as a result of a special requirement generated by the location audit program, preprocurement, or any other reason deemed appropriate by the item manager, APO or the APO designated representative, or the storage activity.

b. Inventory, spot. A physical inventory required to be accomplished as a result of a total or partial materiel denial.

LOCATION AUDIT PROGRAM. The location audit program consists of actions required to assure compatibility between the assets in storage and the locator records and between the locator records and the accountable records. Location audit programs may include quantity. This program is accomplished in two phases:

a. Location Reconciliation. A match between valid storage activity records and the accountable records, in order to identify and correct situations where items are in physical storage but not on record, on record but not in storage, or where common elements of data (may include quantity) do not match. Research of mismatches, including special inventories when required, results in corrective action.

b. Location Survey. A physical verification, other than actual count, between actual assets and recorded location data to ensure that all assets are properly recorded as to location, identity, condition, and unit of issue.

LOGISTICS REASSIGNMENT. The transfer of management responsibilities from one materiel manager to another materiel manager.

LOSING INVENTORY MANAGER. The Inventory Manager responsible for relinquishing wholesale materiel management functions.

MANAGEMENT CONTROL ACTIVITY. DoD Component-designated activities that initially receive and effect control over contractor-initiated requisitions for GFM to support commercially performed maintenance contracts or requirements which would be supplied from the wholesale DoD supply system.

MAJOR INVENTORY VARIANCE. Total dollar value of the item overage or shortage for the stock number exceeds \$800.

MATERIEL DENIAL. A notification from a distribution activity advising the originator of an AS MRO, or of an A4_ referral order, of failure to ship all or part of the quantity originally directed for shipment.

NARRATIVE MESSAGE. Any message that is not a machine readable transaction/document, but contains variable length, in-the-clear language not suitable for mechanical processing upon receipt. Narrative message is a generic term to include teletype, dispatch, or TWX.

OTHER WAR RESERVE MATERIEL REQUIREMENT. This level consists of the war reserve materiel requirement less the PWRMR.

OTHER WAR RESERVE MATERIEL REQUIREMENT, PROTECTABLE . The portion of the OWRMR which is protected for purposes of procurement, funding, and inventory management.

PAYBACK. When the SMCA issues materiel from a location where the requesting service owns no materiel, the owning service is compensated for its loss of materiel by a like item and quantity at a location where the requesting service owns some materiel. The payback of the materiel is accomplished by "ownership gain/loss transactions.

PHYSICAL INVENTORY CUTOFF DATE . A date established for striking the accountable record balance. This date serves as the reference Point for considering the relationship between preinventory/post inventory transactions and the physical count quantity to determine if the count is in agreement with the inventory record balance.

PHYSICAL INVENTORY INFLOAT CONTROL DATE. A date established for initiating controls on all inprocess transactions and materiels which could affect the outcome of the inventory.

PILFERABLE ITEMS. (See Controlled Inventory Items.)

POSTCOUNT VALIDATION. (See Reconciliation, Physical Inventory.)

POST-POST TRANSACTION. The posting of a transaction to add to or subtract from the accountable stock record balance subsequent to physical issue or storage of a stocked item.

POSTINVENTORY TRANSACTION. Any transaction, causing an increase or decrease to the accountable stock record balance, dated after the established physical inventory cutoff date.

PREINVENTORY TRANSACTION. Any transact ion, causing an increase or decrease to accountable stock records, dated prior to the established physical inventory cutoff date.

PREINVENTORY PLANNING. Preinventory planning is conducted prior to the physical inventory cutoff date to reduce the potential for inventory inaccuracies through:

a. Actions to ensure location integrity by resolving such situations as unbinning/loose materiel; questionable identity of materiel in location; and multiple conditions, shelf-life (including date of pack/date of expiration), and/or materiel lots stored in a single " location.

b. Document cleanup to ensure to the extent possible that adjustments and transaction reversals are posted to the record, inprocess receipts are stored in location, and related transactions are transmitted to the ICP prior to the established physical inventory cutoff date.

PRE-POSITIONED WAR RESERVE MATERIEL REQUIREMENT. That portion of the war reserve materiel requirement which approved Secretary of Defense guidance dictates be reserved and positioned at or near the point of planned use or issue to the user prior to hostilities, to reduce reaction time and to assure timely support of a specific force/project until replenishment can be effected.

PRE-POSITIONED WAR RESERVE MATERIEL REQUIREMEW, PROTECTABLE. That portion of the PWRMR which is protected for purposes of procurement, funding and inventory management.

PREPOST TRANSACTION. The posting of a transaction to add to or subtract from the accountable "stock record prior to physical issue or storage of a stocked item.

PURCHASING OFFICE. The office which awards or executes a contract for supplies or services and performs postaward functions not assigned to a contract administration office.

RECONCILIATION, PHYSICAL INVENTORY. To obtain agreement between the physical count and record balance by attempting to account for all transactions representing infloat documents.

RESEARCH, PHYSICAL INVENTORY. An investigation of potential or actual discrepancies between physical count and recorded balances. The purpose of research is to determine the correct balance and determine the cause of discrepancies. There are three types of research:

a. Postcount Validation. A comparison of physical count with potential recorded balances or another count, with consideration of transactions that have occurred recently. The purpose of postcount validation is to determine the validity of the count. Postcount validation research ends when the accuracy of the count has been verified or when any necessary recounts have been taken or the discrepancy is \$800 or less.

b. Preadjustment Research. An investigation of potential discrepancies which involves the consideration of recent transaction areas, and verification of catalog data. The purpose of preadjustment research is to determine the correct balance. Preadjustment research ends when the balance has been verified or the adjustment quantity determined.

c. Causative Research. An investigation of discrepancies (i.e., gains and losses) consisting of (as a minimum) a complete review of all transactions to include supporting documentation, catalog change actions, shipment discrepancies, and unposted or rejected document at ion occurring since the last completed inventory, the last location reconciliation which included quantity, or back one year, whichever is sooner. The purpose of causative research is to identify, analyze, and evaluate the cause of inventory discrepancies with the aim of eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after review of the transactions, no conclusive findings are possible.

SENSITIVE ITEMS. (See Controlled Inventory Items.)

SHELF-LIFE. The total period of time beginning with the date of manufacture/cure/assembly [or inspection/test/restorative action] that an item may remain in the combined wholesale (including manufacturer) and retail storage system and still remain suitable for issue/use by the end user. Shelf-life is not to be confused with service life, which is a measurement of anticipated average or mean life of an item. (DoD 4140.27-M (reference (c)) .) Supply condition codes applicable to shelf-life items are described in appendix B6.

SHELF-LIFE ITEM. An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure that it will perform satisfactorily in service. (DoD 4140.27-M (reference (c)).) (See Type I Shelf-Life Item and Type II Shelf-Life Item.)

SHELF-LIFE EXPIRATION DATE. The date beyond which nonextendable shelf-life items (Type I) should be discarded as no longer suitable for issue or use. (DoD 4140.27-M (reference (c)).)

SHELF-LIFE INSPECTION/TEST DATES. The date by which extendable shelf-life items (Type II) should be subjected to inspection, test, or restoration. (DoD 4140.27-M (reference (c)) .)

SINGLE MANAGER FOR CONVENTIONAL AMMUNITION. The responsibility assigned to the Secretary of the Army by the Secretary of Defense for the procurement, production, supply, and maintenance/renovation of conventional ammunition within the DoD. Specific responsibilities, functions, authority, and relationships are set forth in DoD Directive 5160.65 (reference (d)).

SMALL ARMS. For the purpose of small arms reporting (chapter 12), small arms are defined as handguns; shoulder-fired weapons; light automatic weapons up to and including .50 caliber machine guns; recoilless rifles up to and including 106mm; mortars up to and including 81mm; rocket launchers, man-portable; grenade launchers, rifle and shoulder fired; and individually operated weapons which are portable and/or can be fired without special mounts or firing devices and which have potential use in civil disturbances and are vulnerable to theft.

SMALL ARMS REGISTRY FILES. (See Active File, Inactive File, History File.)

SMALL ARM SERIAL NUMBER. The total series of characters appearing on the firing component part of a small arm.

SMALL ARMS TRANSACTION REPORTING . Reporting of individual transactions affecting the small arms serial numbers' status within any Component Registry.

STOCK CONTROL ACTIVITY . The organizational element of a distribution system which is assigned responsibility for maintaining inventory data on the quantity, ownership/purpose, condition, and location of materiel which is due-in, onhand, and backordered to determine availability of materiel for issue and to facilitate distribution and management of materiel.

STORAGE ACTIVITY . The organizational element of a distribution system which is assigned responsibility for the physical handling of materiel incident to its check-in and inspection (receipt) , its keeping and surveillance in a warehouse, shed, or open area (storage) , and its selection and shipment (issue) .

TECHNICAL DATA. Recorded information used to define a design and to produce, support, maintain, or operate items of materiel. 'These data may be recorded as graphic or pictorial delineations in media such as drawings or photographs; specifications or related performance of design type documents; in machine forms such as punched cards, magnetic tape, computer memory printouts; or may be retained in computer memory. Examples of recorded information include engineering drawings and associated lists specifications, standards, process sheets, manuals', technical reports, catalog item identifications, and related information.

TYPE I SHELF-LIFE ITEM. An item of supply which is determined through an evaluation of technical test data and/or actual experience to be an item with a definite nonexpendable period of shelf life.

TYPE II SHELF-LIFE ITEM. An item of supply having an assigned shelf- life "time period that may be extended after completion of inspection/ test/restorative action.

UNCLASSIFIED PROPERTY RECORD. A stock account belonging to a DoD activity whose mission is not classified, whereas a classified account contains information of a sensitive nature, the disclosure of which may be detrimental to the U.S. Government's interest (e. g.; small arms belonging to intelligence gathering activities) .